

THE DIVISION OF FLEET OPERATIONS State of the Fleet

From the Director

This past year, the state has been focusing on ways to reduce the budget. In Fleet, we've been able to reduce expenses significantly the past five years. Currently we're working with the legislature to eliminate 5% of the state fleet vehicles. This reduction amounts to approximately 230 vehicles statewide. This is a monumental task! This initiative has not been easy for members of our state fleet community as well as the users of state vehicles. Sacrifices are being made all over the state to come up with creative ideas to do without these vehicles. However, despite the obstacles many have been up to the task and have shown a great deal of professionalism in making this legislative mandate work.

I thought I'd share with you the approximate cost savings that this 5% mandate will yield to the overall state budget. The average vehicle (Mid-size Sedan) costs the state approximately .28 cents-per-mile to operate, times the average miles-per-year, which a typical state vehicle travels (14,000 miles), times 230 vehicles equals over \$900,000. As you can see fleet agencies are doing their part to reduce the total state budget.

As I review each agency's reduction list, I'm pleased to see many of our fleet contacts targeting vehicles with below average utilization. This is a wise place to start when you manage a fleet of vehicles. Other areas where excessive fleet costs can be



eliminated are as follows:

Preventative Maintenance (PM)

"Pay me now or pay me later"... Making sure your assigned vehicle receives its scheduled PM service in a timely manner can save the state thousands in unnecessary vehicle expenses. Each vehicle in the Fleet Tracking System (FTS) has a prescribed PM schedule based on the manufacturers guidelines. Following these guidelines will save the state and the vehicle user from incurring unplanned vehicle breakdowns in the line of duty. Two years ago, the Division of Fleet Operations (DFO) simplified the PM repair process by contracting with Automotive Resources International (ARI). Fleet customers can access complete PM repair services by dialing a toll free number. (1-800-Car-Care). We have received great feedback from our users about the ease of this service.

Correct Odometer Readings

"Good Mileage is the Lifeblood of fleet management".... This is so true. Every task in managing a fleet is driven by the accurate mileage of a vehicle. For example:

- ✓ PM maintenance is scheduled by mileage intervals (ie 3-5,000 mile oil changes, etc)
- ✓ The total vehicle miles operated drives the timely replacement of a vehicle.
- ✓ Cost-per-mile and other fleet productivity benchmarks are all derived from accurate mileage.
- ✓ Accurate lease rates are based on vehicle mile costs.

Several years ago, in an effort to become more responsible in obtaining accurate mileage, DFO introduced a "Bad Odometer"

The 5% Fleet Reduction deadline is June 30, 2003. If you have questions, call Fleet Operations.

Division of Fleet Operations Bring Your Daughter/Son to Work Day was a Huge Success!

From the Director, Continued

processing fee of \$50 to help offset the extra work of tracking down the correct mileage. This fee serves to remind each operator about the importance of inputting accurate mileage, when fueling. I'm pleased to report that over 85% of the odometer readings we receive electronically are accurate. Moreover, very few fleet agencies are being charged the \$50 fee. I believe this can be attributed to the professionalism in our state fleet agencies throughout the state.

As we move forward in the area of fleet management we can make a difference. I would hope each one of us in fleet management statewide will continue to be focused on additional areas to reduce fleet costs. I'm excited about the future fleet technology. We live in very exciting times!

Bring Your Daughter/Son to Work Day

"Bring your Daughter/Son To Work Day" was held on April 24, 2003. Thanks to Gala Dumas, we had some very exciting events. Those employees who brought a son or daughter met at the Calvin Rampton building, where they were able to participate in several events.



The first event was a demonstration of a Highway Patrol car, complete with lights, sirens and camera.

A SWAT Team vehicle was there so the kids to have get into it and see what it was like inside.



The kids were also able to clock How fast they could throw a baseball.

A few police officer trainers had the kids run through some of the "games" they use to train new recruits.



The kids were able to meet "Hero", a K-9 that helped keep the Capitol grounds safe during the Olympics last year.

A BIG thanks to Gala for her efforts to make this event a huge success!

E-85 Site Opened in Draper

Please visit our site at <http://fleet.utah.gov/services/policies/fofleetpolicies.htm> to review our policies.



E-85 is an alternative fuel that is comprised of 85% ethanol and 15% gasoline. This fuel reduces emissions and lessens the import of foreign fuels. The site, which is located at 300 West 12300 South, was dedicated on April 25th, 2003.



FleetFocus Software Training

The new version of FleetAnywhere—now called FleetFocus, is available.

Fleet Operations will be hosting one more training seminar for this upgrade.

Computers are limited, so please RSVP. Submit your confirmation on our web site at: <http://fleet.utah.gov/services/forms/trainingconfirmation.htm>.

Training Dates:

May 19th—22nd, 2003

Training Location:

Please visit our site at <http://fleet.utah.gov/services/forms/trainingconfirmation..htm>

| Class # | Topic | Date |
|---------|----------------------|----------|
| 1 | Report Card Syllabus | May 19th |
| 2 | Enhancement Overview | May 19th |
| 3 | Equipment Inventory | May 20th |
| 4 | Operators | May 20th |
| 5 | Accidents | May 20th |
| 6 | Fuel Tickets | May 20th |
| 7 | Reservations | May 21st |
| 8 | Work Orders | May 21st |
| 9 | Parts Inventory | May 22nd |
| 10 | Open Floor | May 22nd |

Surplus Makes the Deseret News—May 12, 2003

Nirvana for Bargain Hunters

By Amy Joi Bryson

Deseret News staff writer

Targeted for possible extinction last year because it was losing money, the state's participation in the federal Surplus Property Program is on the brink of expansion, meaning Utah's can tap into even more savings.

Need a wheelchair? You can pick one up for \$10. A refrigerator is going for \$20. And the state even deals in "live" animals, offering one "partially" trained dog named Nero for a mere \$25.

Surplus consists of two programs:

- Federal property up for grabs only by government entities and certain nonprofit organizations.
- State property anyone can purchase.

The state averages \$23 million in new purchases each year, resulting in older property being "retired" for consumption by someone else.

Dozens upon dozens of computers, filing cabinets, compressors, cars and more fill the grounds and the warehouse in Draper.

Some of it, director David Regan admits, has a real junky appearance, but a purchaser's creativity often turns apparent "junk" into worthwhile uses.

"Somebody out there somewhere can do something with it," Regan said.

Ironically, as the state's budget crisis has started to filter down to cities, towns

"A lot of small towns can't afford to buy a forklift, but here they can get it for 20 cents on the dollar," he said. "The new generation always wants to buy new out of the catalog, but some of the older and wiser people know how to take older equipment and adapt it."

The federal surplus program offers an even greater variety of goods that lend themselves to creative uses.

In the town of Manila, for example, officials took a surplus military truck and converted it into a garbage truck. Other military trucks were turned into fire suppression tankers to help the little town control wildland fires on the more than 1,000 square miles it patrols.

Regan also shops for retired "unflyable" military aircraft for the parts, helping the Southern Utah Air Museum in Washington City offer interesting pieces for visitors.

The federal government offers the property to the state for the cost of transport. Regan, as the custodian, offers it to other government entities within Utah.

If he doesn't find a home for something, it is either destroyed, submitted to the federal government's auction site or returned. If Regan can't find a home for the property, the state eats the transportation costs.

In the past couple of years, the federal program was costing the state more than it was bringing in. Lawmakers briefly toyed with ending the state's participation, but they were besieged by letters from local leaders who value the program.

Regan says the program is "not well" but on the path to getting better. The needed infusion might come later this year as the feds look to get out of the surplus business altogether in Utah. It's likely the state will be able to take over the federal surplus operation, staged out of a warehouse in Clearfield at Hill Air Force Base.

Utah would be the direct recipient of the property and could offer the goods to other states instead of being confined to in-state business.

It also would mean, with certain exceptions, the general public could get in on some of the federal property bargains. Although government entities will always get first digs, residents would have a greater

opportunity to plunk their money down for ditch diggers, backhoes and other equipment.

Some stuff, such as armored military vehicles like the one Murray picked up for its police officers, always will be off-limits to the public, Regan said.

Police agencies routinely use the state surplus Web site to shop for discounted items like bullet-proof vests, light bars for vehicles and ready-to-eat military meals for use in search-and-rescue operations.

An offshoot of the program allows law enforcement agencies to get in on purchases via a federal contract, saving potentially thousands on large-ticket items. The state, for example, is considering using the federal contract this year to purchase cars for its troopers.



Gaylen Rogers browses through surplus chairs in the state surplus warehouse in Draper. The public is welcome to buy items from the surplus stock and generally can purchase some real bargains there.

Keith Johnson, Deseret News

In June, the State Board of Education has scheduled a field trip for about 30 shop teachers, who Regan said will visit the facility to browse for materials used in metal shop classes. For machine shop, there are loads of diesel engines awaiting tinkering.

A sewer district employee decided he could take federal government trailers previously used to haul 60-foot missiles and convert them into trestles, or bridge structures.

"There's some people who walk in here, take one look and they can picture what to do with an item immediately. They can take any piece of 'junk' and adapt it," Regan said.



Steve Duggins, left, and Glen Wright, property officers at the federal/state surplus warehouse in Draper, load a cabinet into a truck for a purchaser.

Keith Johnson, Deseret News

and other local government agencies, Regan finds business is picking up.